



Job Title:	ILC Receptionist	Travel Required:	Minimal
Location:	Toronto- In Person	Position Type:	Full Time - Temporary
Reports to:	Executive Director	Posting Expires:	27 September 2024
Job band:	Band 2.A	Starting Salary:	\$44,805

Job purpose

Aboriginal Legal Services (ALS) strengthens the capacity of the Aboriginal community and its citizens to deal with justice issues and provide Aboriginal controlled and culturally based justice alternatives. Our dedicated staff is our most valued resource. Compassionate care, teamwork, professionalism, communication, and respect are the values that set ALS apart. This is a unionized position.

Indigenous Learning Centre (ILC) at the New Toronto Courthouse aims to provide a space for collaboration, culture, and learning that supports advancing Truth and Reconciliation, Missing and Murdered Indigenous Women, Girls, and Two-Spirit People (MMIWG2S), and other Indigenous justice issues. The ILC's purpose is deeply connected to the history of colonialism and the resilience of Indigenous peoples, emphasizing the importance of traditions and culture in supporting this resilience. The centre will serve as a hub for courthouse stakeholders, Indigenous and non-Indigenous organizations, and the broader community to learn about Indigenous cultures, languages, histories, and justice-related topics.

ALS is seeking a dedicated and organized individual to join our team at the Indigenous Learning Centre (ILC) located in the New Toronto Courthouse. The ILC Receptionist will play a critical role in ensuring the smooth operation of the ILC. This role involves managing the daily administrative functions, interfacing with the public, and supporting the ILC's cultural programming and community engagement initiatives.

Duties and responsibilities

Reception and Public Interface:

- Work under the direction of the Executive Director; Serve as the primary point of contact for visitors to the ILC, providing information and assistance regarding ILC facilities and basic programming details;
- Manage incoming calls, emails, and inquiries, directing them to the appropriate staff members as needed;

Administrative Duties:

- Handle daily administrative tasks such as scheduling appointments, maintaining visitor logs, and updating office records;
- Ensure that the reception area and common spaces are organized and presentable;

Communications:

- Prepare and distribute internal communications, such as meeting notices, schedules, and memos;
- Assist in creating and disseminating basic outreach materials, such as flyers or email announcements, under the guidance of the ILC Coordinator;

General Operations Support:

- Maintain office supplies and coordinate with vendors for necessary services (e.g., office equipment maintenance);
- Assist in basic IT and operation troubleshooting and coordinate with court support staff as needed;

Event Support:

- Provide logistical support for events organized by the ILC Coordinator, such as booking rooms, arranging catering, and setting up meeting spaces;
- Act as the onsite point of contact during events to ensure smooth execution of activities;

Other Duties:

- Attends mandatory training sessions;
- Provide support to the Head Office as needed, including coverage at the main office during staff absences or peak periods;
- Other duties as assigned

Qualifications

- A diploma or certificate in administration, communications, or a related field or equivalent experience will be an asset;
- Previous experience in a similar role, particularly in a front desk, administrative, or reception position, is an asset;
- Experience working in a culturally sensitive environment, preferably within an Indigenous organization or community setting, is an asset;
- An understanding or willingness to learn about Indigenous cultures, practices, and community needs.
- Willingness to adapt to changing schedules or priorities and to provide coverage at the main office if needed;
- Ability to engage with diverse groups, including Indigenous and non-Indigenous individuals and organizations;
- Computer skills; Microsoft Office Suits, internet, etc.;
- Be available for work outside regular office days/hours to meet operational needs;

To apply:

Applicants who self-identify as Aboriginal and meet the requirements of the job posting will be given first consideration in the hiring process

To apply to this job posting please submit your cover letter and resume with “**ILC Receptionist**” in the subject line to hrgeneral@aboriginallegal.ca or fax it to (416)408-1568 by no later than 5 pm on Friday, **27 September 2024** Aboriginal Legal Services is an equal-opportunity organization committed to diversity and inclusion. Our goal is to

attract, develop and retain highly talented employees from diverse backgrounds, allowing us to benefit from a wide variety of experiences and perspectives. We welcome and encourage applications from all qualified applicants. Accommodations for persons with disabilities required during the recruitment process are available upon request. To request accommodation, please email Nazaninn@aboriginallegal.ca.

We would like to thank all applicants for their interest but only those selected for an interview will be contacted.

Aboriginal Legal Services

Head Office

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